Welcome to…

Vendor Master

Dryden Flight Research Center

Welcome and Introductions

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Course Prerequisites

✓Change Discussions

✓RWD SAP 4.6C

Course Objectives

- At the end of this course, individuals should be able to use SAP to:

  - Define key Remit-To Vendor Master and Bank Master terminology

  - Describe key Remit-To Vendor Master and Bank Master process flows

  - Successfully create and maintain Remit-To Vendor Master and Bank Master data in SAP

Benefits of Vendor
Master and Bank Master

- **SAP provides an automated means to:**

  - Store updated vendor and bank master data information in a central location to be used for processing invoices

  - Share vendor and bank information among departments, to be accessed by appropriate users

  - Eliminate re-keying of vendor or bank information once it is entered into the system

Course Schedule

Agenda Item	Time (hr)
1. Introduction	00:05
2. Background	00:05
3. Topic 1: Create, Update and Validate Vendor Master Files	02:30
4. Topic 2: Create, Update and Validate Bank Master Files	01:15
5. End of Course Review/Feedback	00:05
Total Course Time	**04:00 hrs**

Course Structure

- Process Flows
  - Overview of key business processes and related SAP concepts

- Demonstrations
  - Trainer-led examples of key SAP transactions

- Exercises
  - Real-life business tasks using Core Financial business procedures

- Training Course Feedback
  - Assessment of course effectiveness using the on-line training course feedback form

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Course Tool: On-Line
Quick Reference

- Purpose of the On-Line Quick Reference   (OLQR) tool:

  – Provide procedures, job aids, and Help content via the Intranet

  – Assist during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)

Prepare Your Workspace

- Take a few minutes to prepare your training workspace:

  – Review the reference materials; become familiar with the content

  – Logon to SAP R/3

Background Knowledge

Background Knowledge

- Key definitions:

  - **Account group:** Determines the data that is relevant for the master record

  - **Banking Master Data:** The information on a bank required to carry out a business transaction with the bank

  - **Bank Master:** Collective term for all bank master records

  - **Deletion Flag:** Indicator that flags a data record to be physically deleted from the database

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Background Knowledge

- Key definitions:

  - **Partner functions:** A name or number that identifies a group of business partners, such as Sold-to Parties or Ship-To Parties

  - **Remit-To Vendor:** The Remit-To Vendor is the vendor receiving payment

  - **Vendor Block:** Block of a vendor or a supply relationship for quality reasons

  - **Vendor Master:** Collective term for all Vendor Master Records

  - **Vendor Master Record:** Data record containing all the information necessary for contact with a certain vendor

Background Knowledge

Differences between SAP and the previous system:

Old system:

- Vendor records stored in Accounting and Purchasing systems

- End-users have to   re-key vendor information to change or add updates to a vendor record
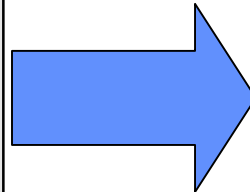
SAP system:

- All vendor records stored in one vendor master system

- SAP master data eliminates re-keying of information, thereby saving time and minimizes the likelihood of errors thereby increasing consistency of data

Topic 1

Create, Update and Validate
Vendor Master Files

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Topic 1: Overview

- Create, Update and Validate Vendor Master Files
  - Created for vendors from whom goods or services are purchased and employees receiving voucher reimbursements
  - Provides general data, accounting date, and purchasing data to transactions
  - Supports activities -- Issuing Requests for Proposals (RFPs), processing proposals, and processing purchase orders
  - Supports financial accounting activities -- Entering invoices and paying invoices

- Process Flows: Manage Accounts Payable
  - Sub-Process: Maintain AP Master Data
  - Goal: Valid information in Vendor and Bank Master Files

Topic 1: Objectives

- Upon completion of Create, Update and Validate Vendor Master Files individuals should be able to accomplish the following:

  - Create Vendor Master

  - Create Remit-To Vendor Master

  - Verify Remit-To Vendor Master data

  - Update Remit-To Vendor Master

  - Approve Remit-To Vendor Master Changes

  - Block/Unblock Vendor

  - Flag Vendor for Deletion

Topic 1: Process Flow

Maintain AP Master Data - Vendor Master

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Topic 1: Process Definitions

Create Remit-To Vendor Master

Verify Remit-To Vendor Master Data
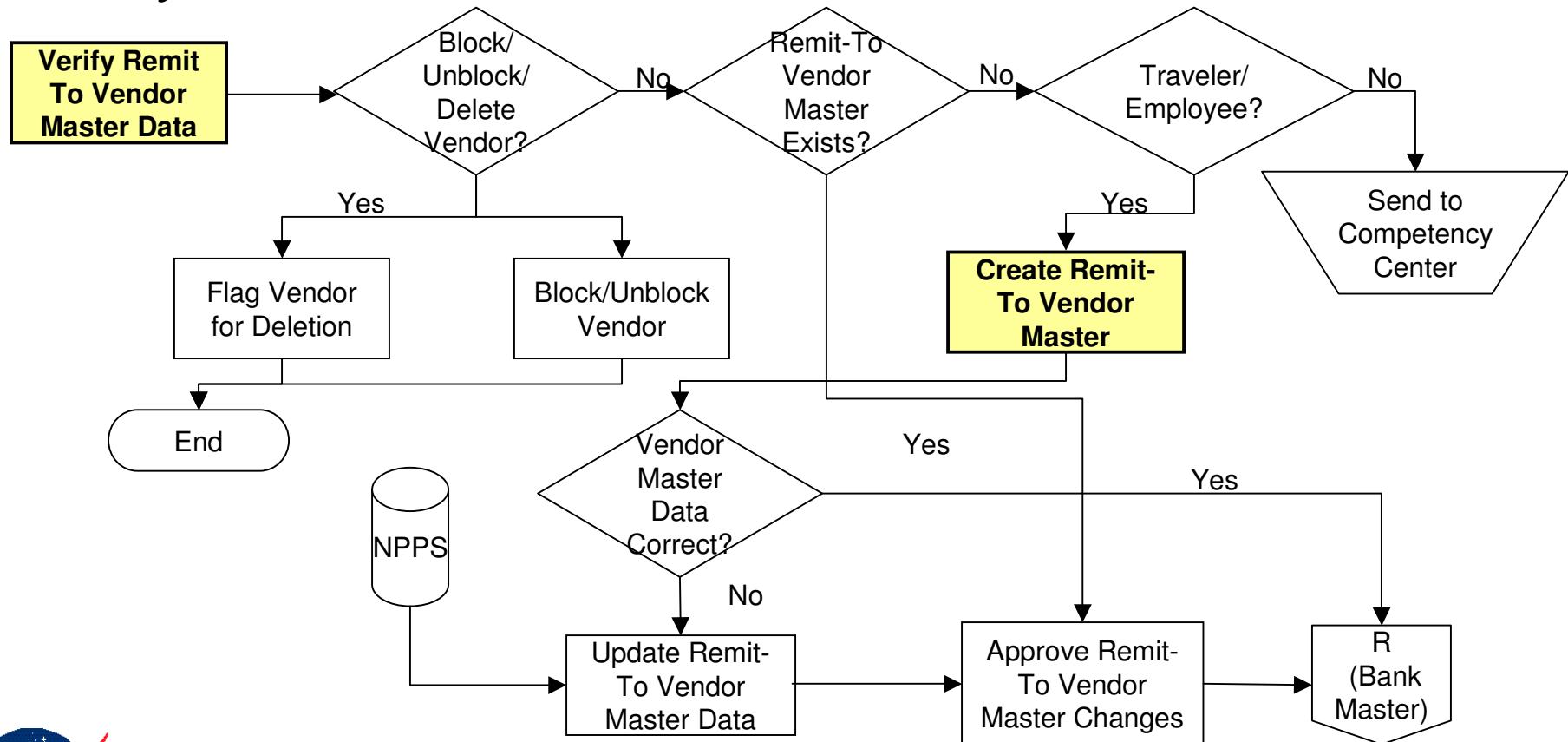
Topic 1: Process Definitions

Update Remit-To Vendor Master Data
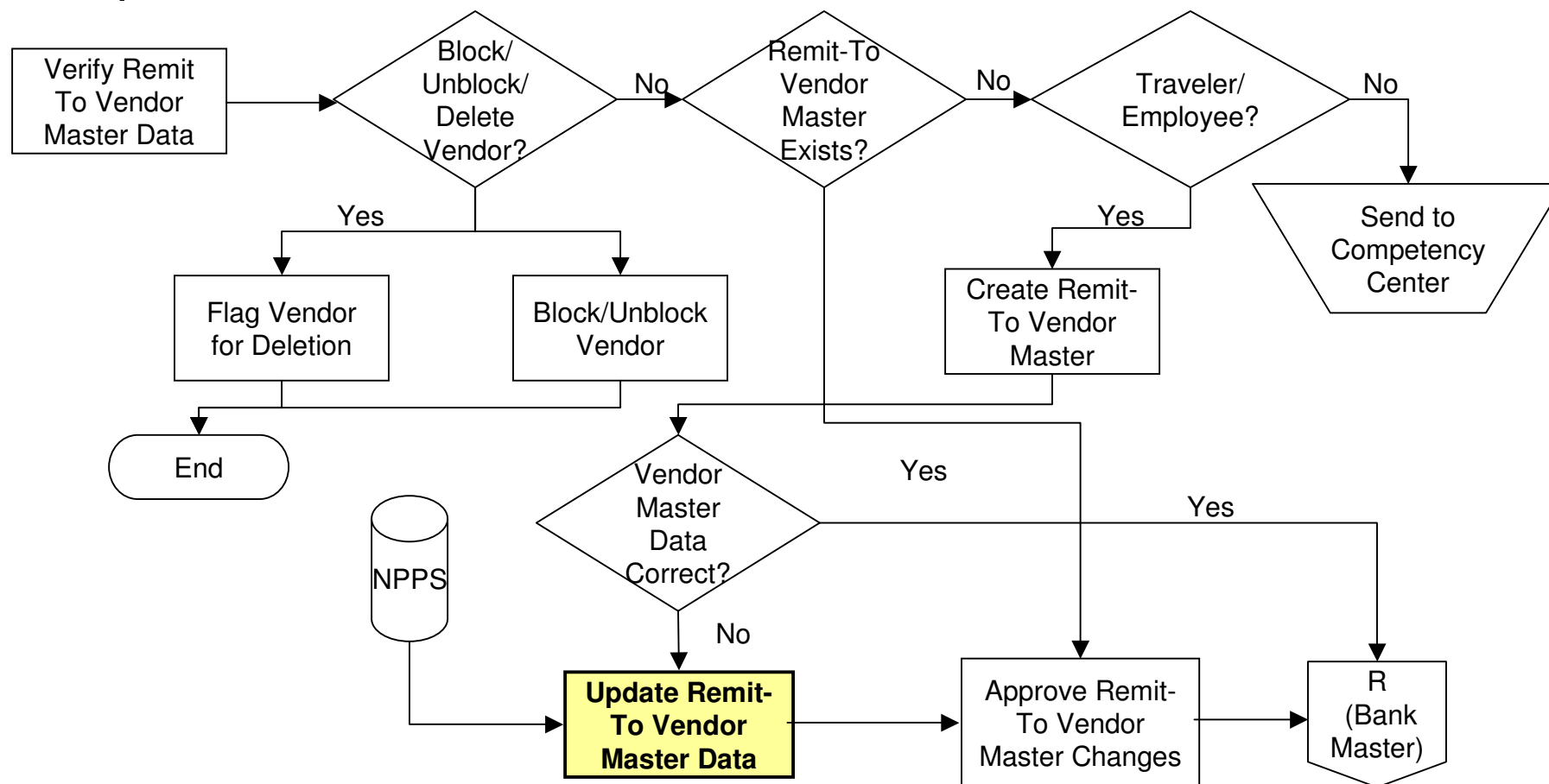
Topic 1: Screenshot

Interest Calculator Indicator Field
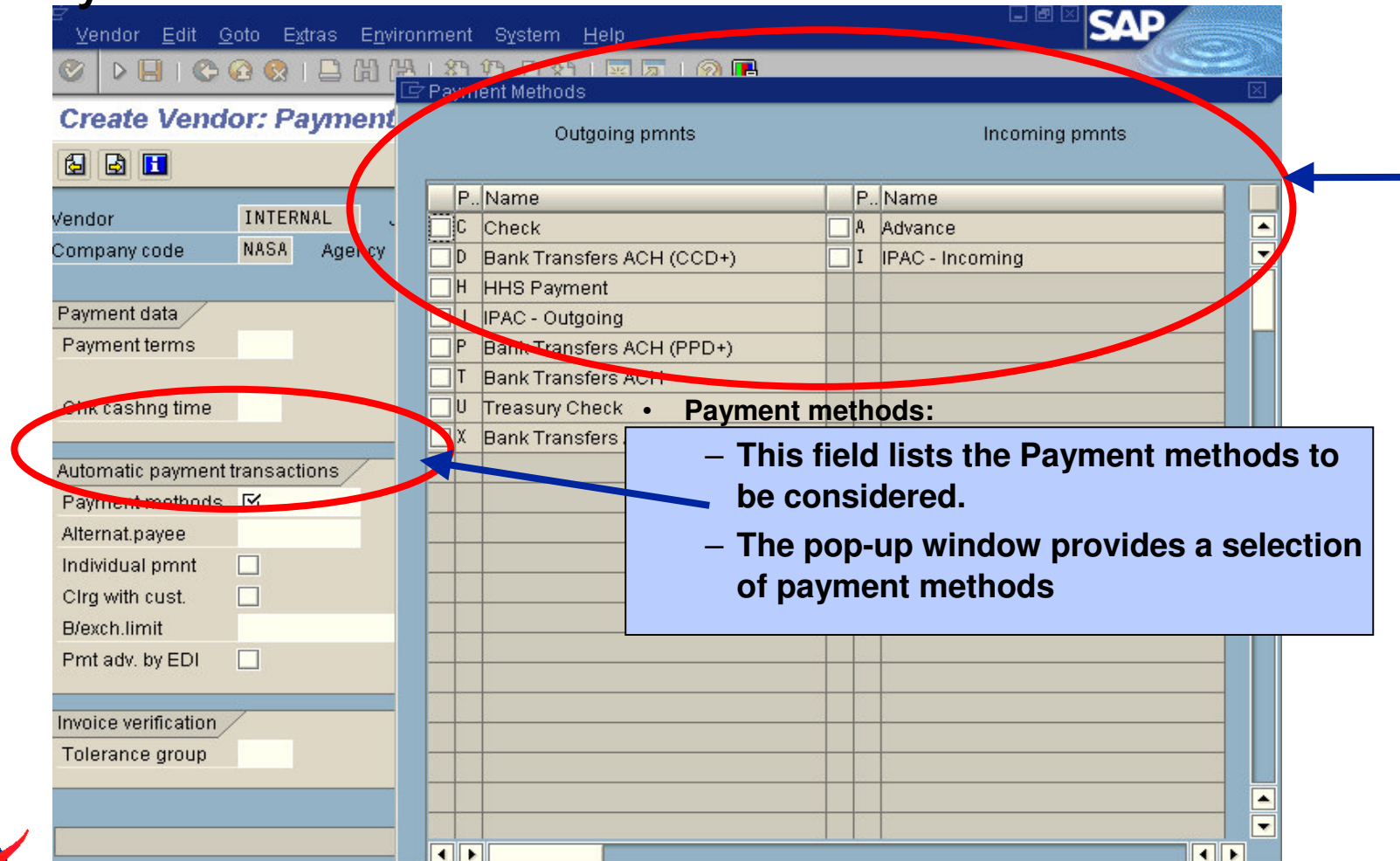
- **Interest Calculator Indicator Field:**
  - **If the account group is ZPAC or ZHHS, then the 'Interest Calculator Indicator' field is blank**
  - **For all other account groups, the 'Interest Calculator Indicator' field value is "99."**

Topic 1: Screenshot

Payment Methods

- **Payment methods:**
  - **This field lists the Payment methods to be considered.**
  - **The pop-up window provides a selection of payment methods**

Topic 1: Screenshot

Payment Method Supplement

- **Payment Method Supplement:**
  - **This field lists the Payment methods supplement to be considered.**
  - **Select the value for your center that is provided in the dropdown list.**
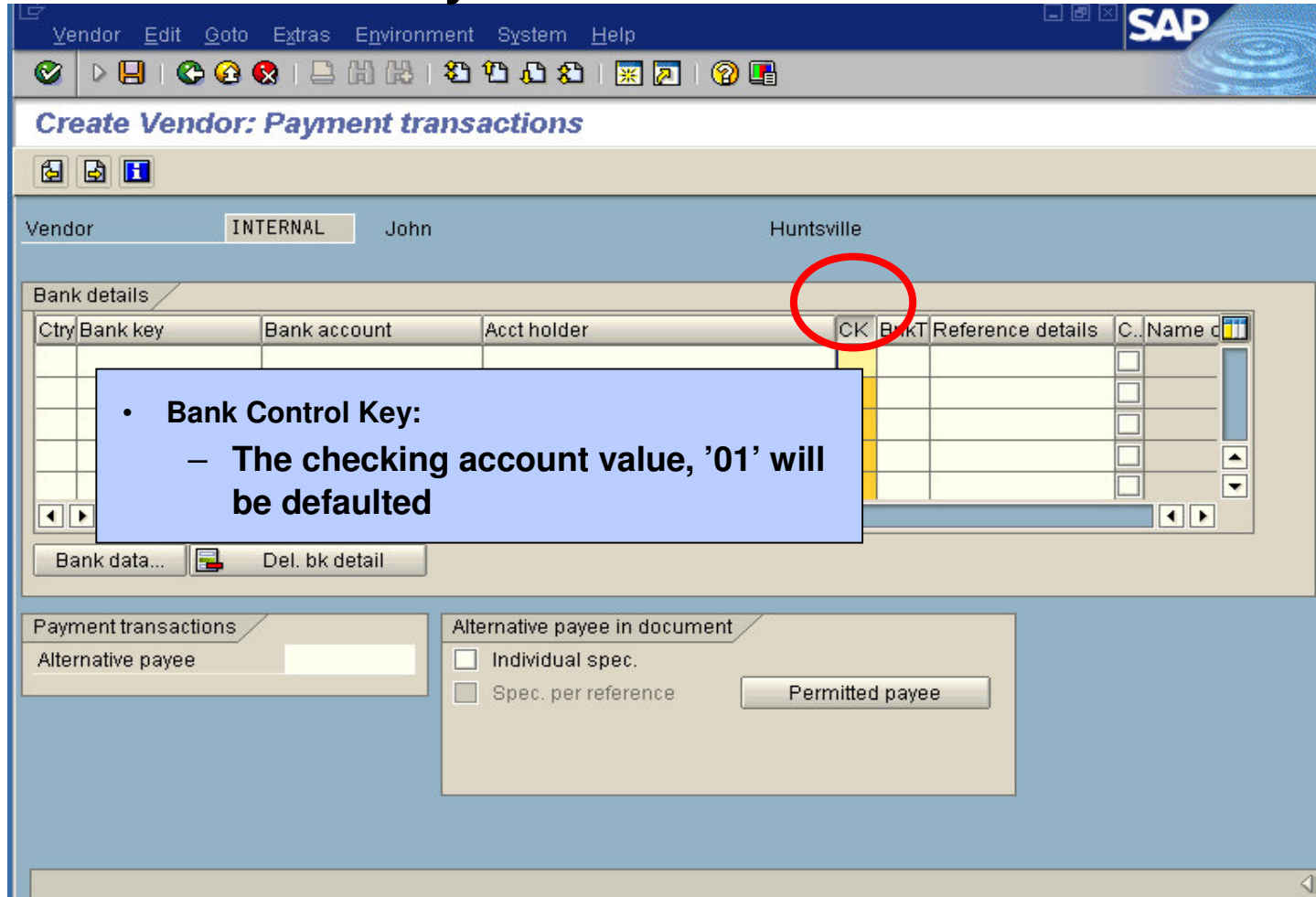
Topic 1: Screenshot

Bank Control Key

- **Bank Control Key:**
  - **The checking account value, '01' will be defaulted**

Demonstrations and Exercises Introduction
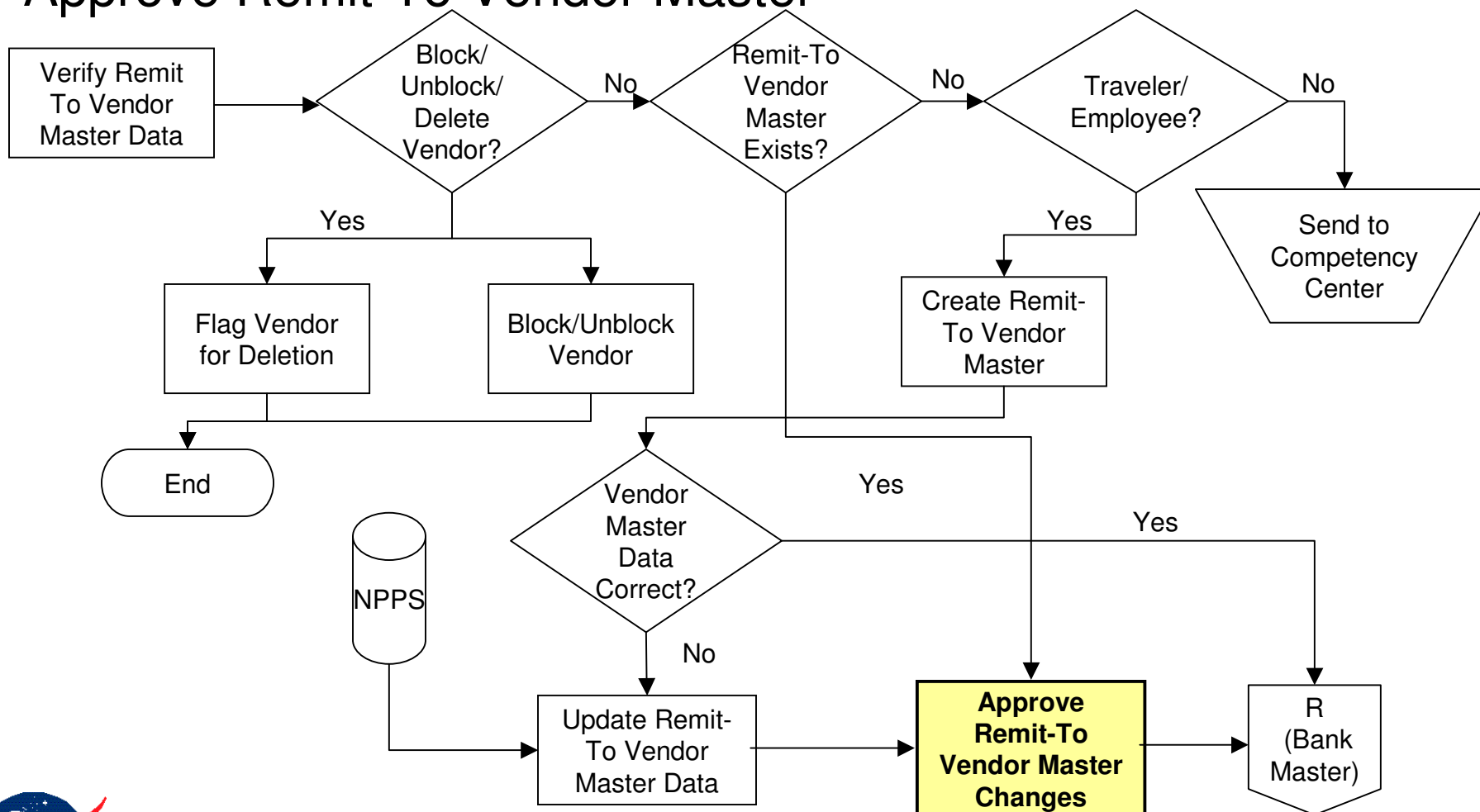
Demonstrations and Exercises Scenarios

- **Create Remit-To Vendor Master**
  - •Demostration
    - ZHHS – NASA HHS Vendor
    - ZPAC – NASA Other Govt. Dept./Agency
    - KRED – Vendor (External)
  - •Exercise
    - ZEMP – NASA Employee Vendor
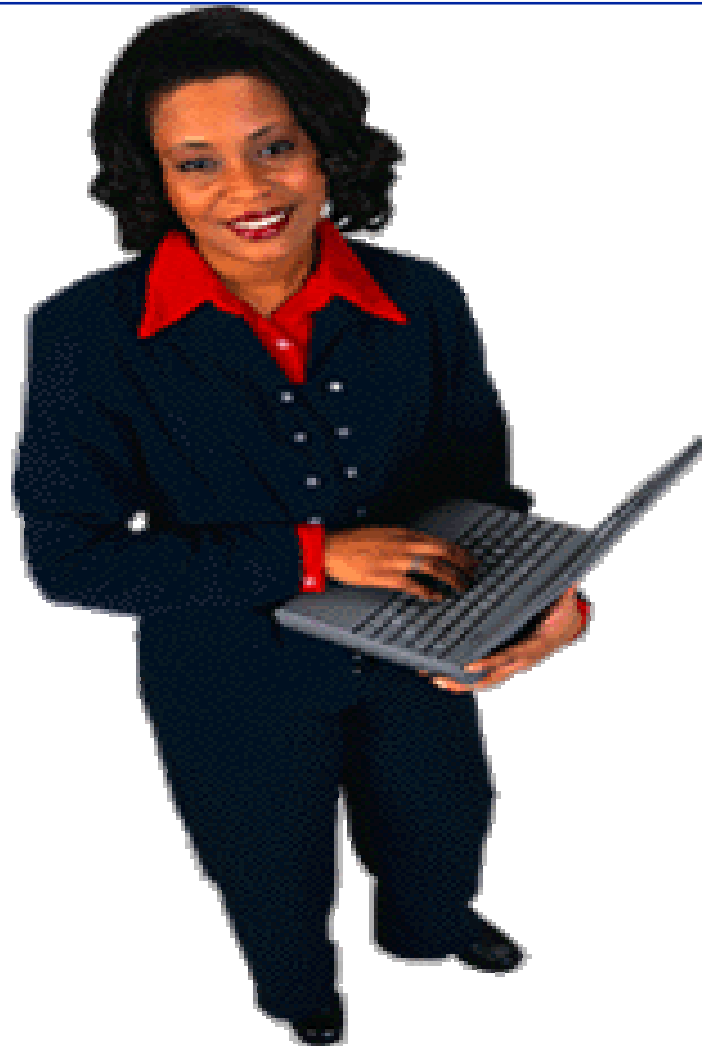
- **Verify and Update Remit-To Vendor Master**

Topic 1: Process Definition

Approve Remit-To Vendor Master

Demonstrations and Exercises Introduction

Demonstrations and Exercises Scenarios
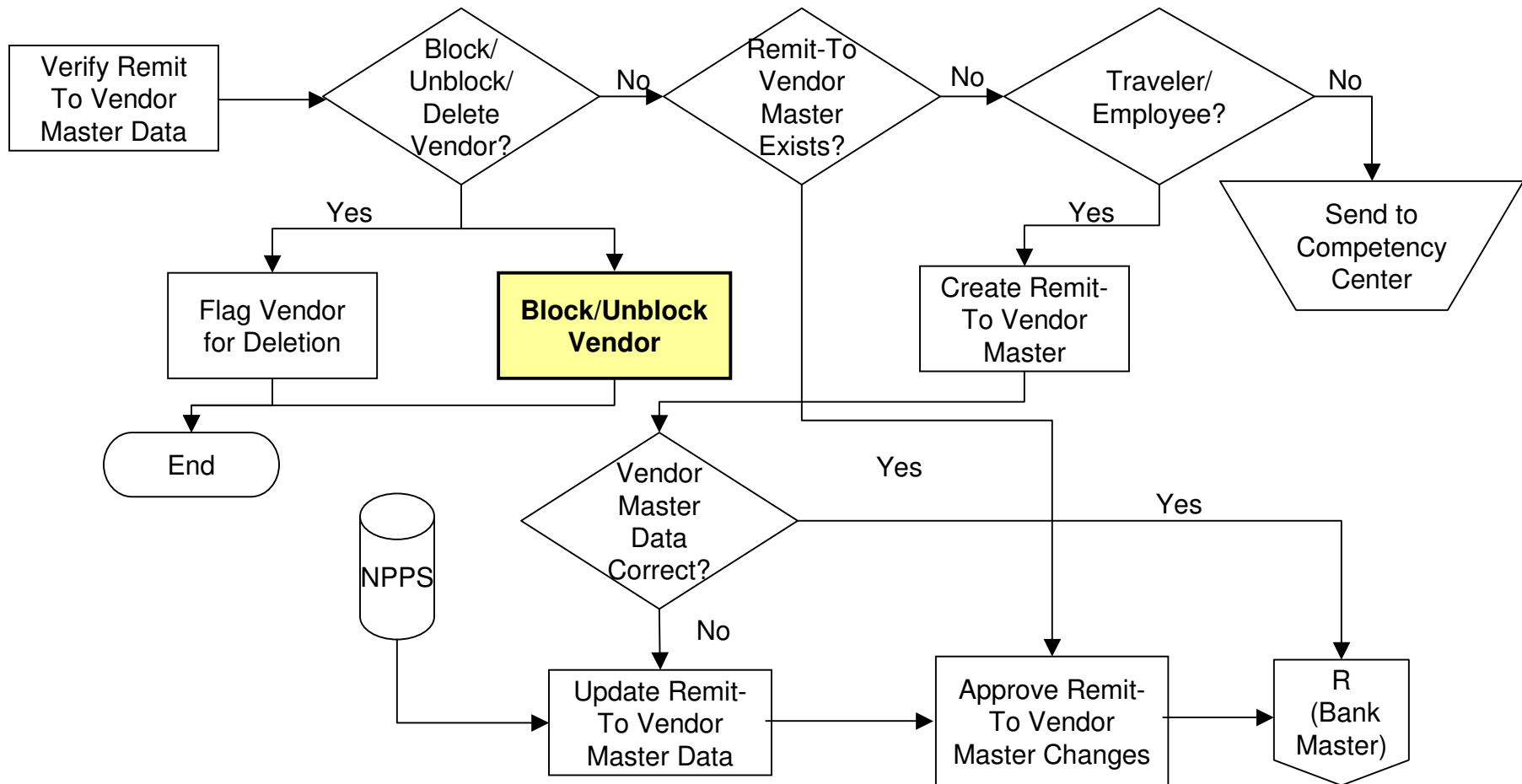
- **Approve Remit-To Vendor Master**

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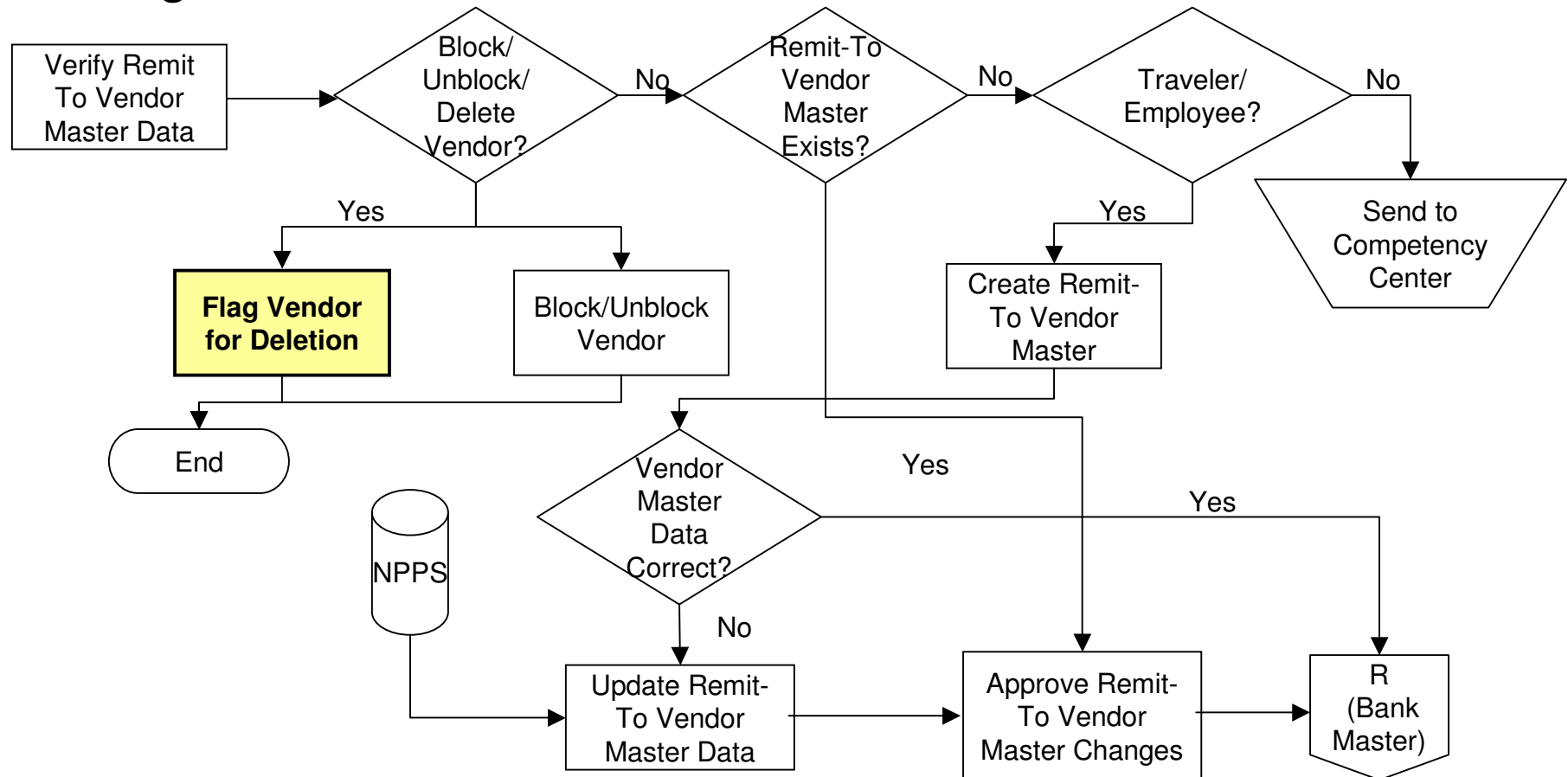
Topic 1: Process Definitions
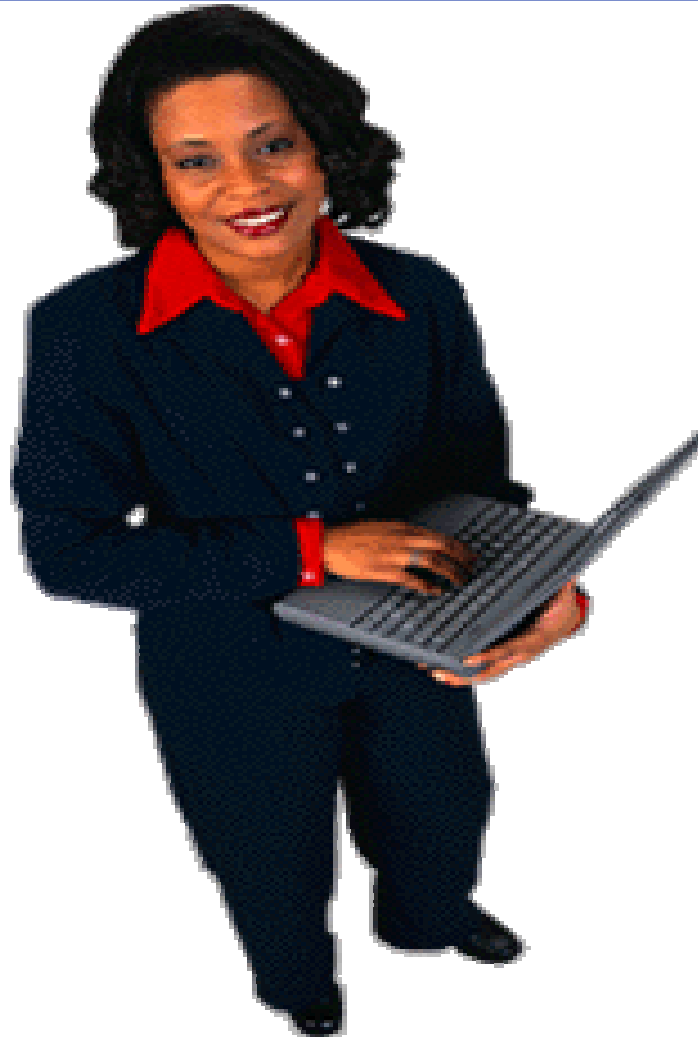
Block/Unblock Vendor

Topic 1: Process Definitions

Flag Vendor for Deletion

Demonstrations and Exercises Introduction

Demonstrations and Exercises Scenarios

- **Block/Unblock Vendor**

- **Flag Vendor for Deletion**

- The vendor invoice processor or travel payment processor, verifies that all fields required to make a successful payment are properly populated in the vendor master.

- Vendor Master Administrators have the authority to approve changes to the Remit-To Vendor master after a record has been created or if updates to a record were made.

- Vendor Master Administrators have the authority to block or unblock vendors for posting or purchasing.

- Vendor master administrators are responsible for flagging vendors for deletion.

Topic 2

Create, Update, and Validate
Bank Master Files

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Topic 2: Overview

- Create, Update, and Validate Bank Master Files
  - The Vendor Invoice Processor is responsible for verifying that all banking information is accurate to ensure accurate payment of the invoice.

  - For new vendors, the Vendor Master Administrator accesses the Bank Master and adds any new bank with all required information.

  - The Vendor Master Administrator is responsible for adding, changing, and/or deleting information from the Bank Master file.

- Process Flows: Manage Accounts Payable
  - Sub-Process – Enter Invoice
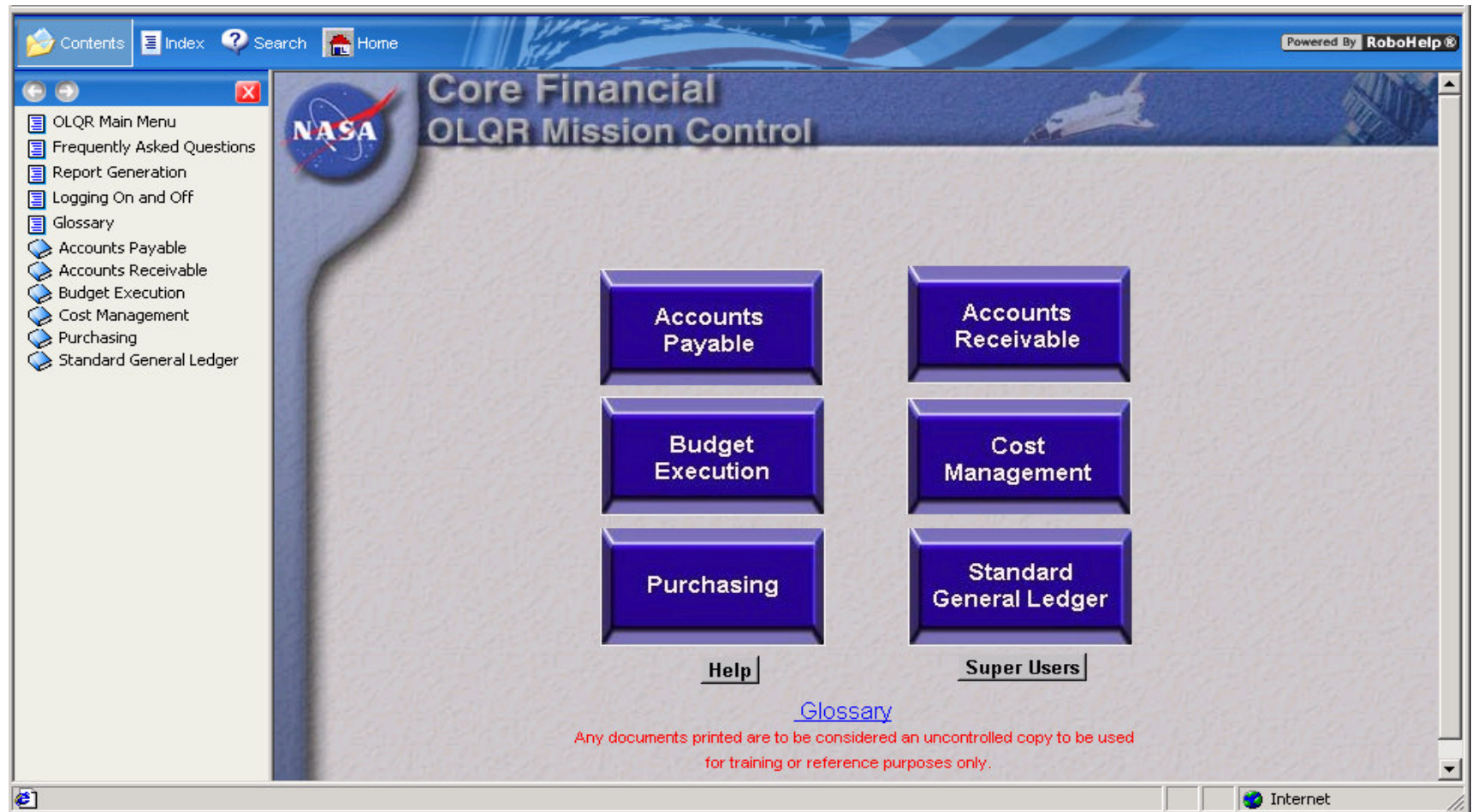
Topic 2: Objectives

- Upon completion of Create, Update, and Validate Bank Master Files topic, individuals should be able to accomplish the following:

    - Create Bank Master

    - Update Bank Master

    - Verify Bank Master Data

    - Set Flag for Deletion of Bank Master
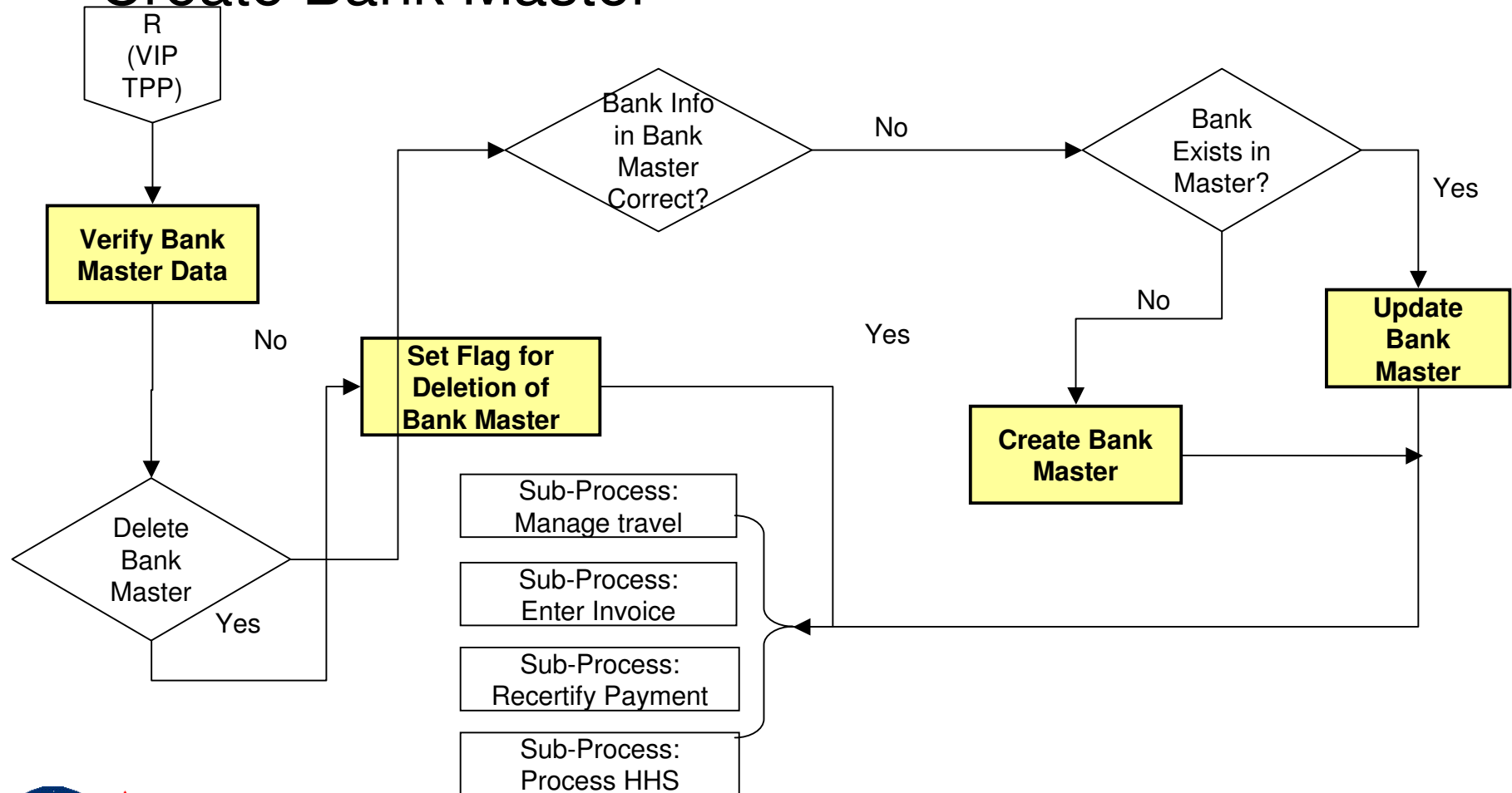
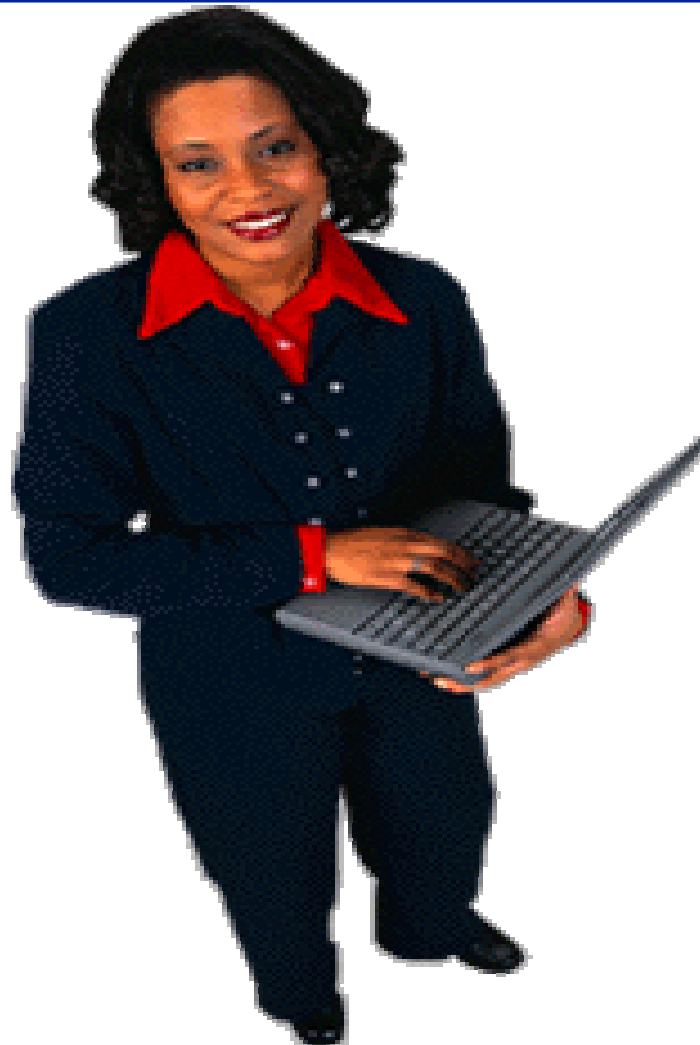# Topic 2: Process Flow

Maintain AP Master Data – Bank Master

Demonstrations and Exercises Introduction

Demonstrations and Exercises

- **Update and Verify Bank Master**

- **Set Flag for Deletion**

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04/01/03

- The Vendor Master Administrator accesses the Bank Master and adds any new bank with all required information.

- The Vendor Invoice Processor or Travel Payment Processor is responsible for verifying that all applicable fields pertaining to the bank master are populated and correct.

- The Vendor Master Administrator is responsible for updating any changes to the fields pertaining to the bank master.

- Bank master files can be flagged for deletion on an as-needed basis.

End of Course Review

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Review Objectives & Expectations

- Everyone here should now be able to:

  - Define key Remit-To Vendor Master and Bank Master terminology

  - Describe key Remit-To Vendor Master and Bank Master process flows

  - Successfully create and maintain Remit-To Vendor Master and Bank Master data in SAP

Available Resources

- SAP Practice Training Instance

- OLQR

- Super-users within each department

- Job Aids

Extra Practice - SAP Training Instance

- Use data from course training guide to practice transactions

The training database provides a "safe" environment to develop and practice skills without affecting production.

Congratulations!

Training Course Feedback

- The on-line training course feedback will:
  - Assess the effectiveness of the instruction and training materials for the course

- To access the feedback form:
  - Launch your Web Browser

  - Enter the following URL address:
    http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7

  - Complete and submit feedback by following the directions within the on-line form